**23.14 Excursion Committee (EC)**

**Excursions**

Are activities organized by the school where the students are taken out of the school e.g. a camp, day excursion, adventure activities, visit to a historical city, a pleasure trip, etc.

**Importance of excursion**

* An excursion is usually a pleasure trip.
* It is an activity organized by the school during which students leave the school premises to engage in educational adventures.
* Schools are encouraged to adopt the practice of excursion because of its tendency to add reality to learning experience which consequently enriches the courses of study and motivate both teachers and learners.
* It gives exciting educational experiences deeper than the regular school environment affords.
* Findings also reveal that children learn about different professions, ideas and opportunities when they travel outside their own neighborhood which increases their desire to try new things owing to the interest it sparks in them.

**School Excursion Committee**

School Excursion committee is responsible for making a detailed policy for taking out the students for excursion. The trip is liable to be approved by the **Excursion Committee,** as it includes;

* External providers.
* Parents/guardians consent.
* Any contract entered into with third parties
* Any contingency funds required for unforeseen circumstances especially in excursion of overseas travel.

**Management system**

* It is desirable to have a management system, documented by **Excursion Committee** to tackle the hard tasks or emergency situations.

**Planning summery**

* A planning summery is useful at all stages of excursion program especially before final dates are confirmed or booking of railway tickets or other means of travelling is finalized.
* Principal’s approval and support is recommended for the planning of the program even before the start of drawing the detailed planning. Detailed planning has to be carried out only after the recommendation of the principal.
* Prior to departure, the documentation that might assist with emergency management must be submitted with the principal to designate 24-hour school contact person.

**Consideration of detailed planning**

**Venue selection**

* Excursion venues must be safe and suitable for the activities proposed.
* It is recommended that the venues are selected based on its recent first-hand knowledge.

**Educational purpose:**

* Explain the educational benefits the students will gain and how they relate to the school’s curriculum.
* How will you determine that students have gained from the experience?
* Does the educational purpose of the activity justify any potential risk?
* Is there another less risky activity that could be done that meets the same purpose?

**Location and environment**

* When planning for an excursion, field trip, camp or an outdoor education experience it is important to take note of the following.
* The opportunities and the specific risks and challenges that are reasonably foreseeable in the environment in which the activities are being operated.
* How to manage and minimize the impact of the program that will have on the environment.
* Seek the required and specific knowledge of location.

**Adventure activity**

* The identification of potential risks and difficulties.

**Communication.**

* Ponder over the communication strategy within the group for day-to-day operations.
* Communication strategy in case of an emergency.

**Weather.**

* Common weather features of the environment in the season when the visit is intended.
* Weather forecast has been taken into consideration before the plan is undertaken.
* React as per the weather acts.

**Transport.**

* Decide mode of transportation to be used and collect all the relevant information.
* See for the requirement of permission needed for entry of transport vehicles in the area to be visited.

**Clothing and personal equipments**

* Ensure the weather conditions of the area and make arrangements as per the requirements.
* Ensure that the students have been given the relevant suggestions regarding the requirement of clothing.

**Informed consent from parents.**

* Informed consent needs to be taken from parents/guardians before going to the trip.

**First aid**

* First-aid training for member/s of the staff those will be with the tour is mandatory.

**Emergency management**

* A detailed report (all activities included) of trip is to be approved by **Excursion Committee.**
* If additional information is required during an emergency, school is expected to provide it from the documentation prepared and submitted before the excursion.

**Learn about the emergence response procedure**

* **Venomous bite**
* **Bush fire**
* **Injury**
* **Lost**
* **Search**
* **Medical condition**
* **Sun exposure**
* **lightning**

**Teachers participating in an excursion should;**

* Understand the purpose of the program and its connection to students’ learning.
* Be aware of their supervisory responsibilities throughout the program.
* Know who is the nominated member of staff, who will provide first-aid, if required?
* Know the exact location of students, they are responsible for at all times including during travel.

**Nominated teacher-in-charge should**

* Know the exact location of students at all times including during travel.
* Maintain a record of telephone contacts for the supervising staff accompanying the excursion.
* Know who the school contact persons are and their contact numbers.
* Have a copy of the names of family and their contact numbers for all students and staff on the excursion.
* Have copies of parental approval and medical advice forms for the students on excursion.
* Maintain a copy of the completed approval proforma (including all attachments).

**Submission of the excursion report**

* In charge of the trip shall submit the excursion report consisting of all the minute details relevant to the trip.
* Besides the educational benefits it is also required to include the following.
* Duration of the tour (including all important dates).
* Number of students who went for the trip (Class-wise number of students).
* Name of the visited place/s.
* Purpose of excursion.
* Mode of transportation.
* Detail about those who made the necessary arrangements.
* Total expenditure with details
* Amount collected from each student.
* Amount contributed by the school.
* Name of the Head in charge.
* Name of the in charge for financial matters.
* Name of the first-aid in charge teacher/person.
* Names of other teacher/s.
* Any special program/activity carried out during excursion or at the site of excursion.
* Any specific incident worth mentioning.
* Any untoward accident.
* Steps taken for such incidents/accidents and advise for future prevention.
* Staying details at different places/hotels.
* How the teachers rate the experience?
* How the students rate the experience?
* Date of submission of the excursion report.
* Advise of the tour in charge to make the excursion a learning experience/a joy trip, in future.
* A meeting of the **Excursion Committee** will be held within a week to discuss and ratify the submitted report.

**Genesis of Excursion Committee**

* Nominated member of SMC (convener of EC)
* Head of the Institution.
* Teacher in charge nominated by SMC.
* Teacher trained for first aid and emergency situations.
* Or a team comprising those nominated by SMC.